

Subject: NOAA Travel Handbook Updates

Date: June 1, 2000

From: "R. J. Dominic" <Announcement@hulkhavis.rdc.noaa.gov>

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 5

The attached Travel Transmittal Number 5 provides NOAA policy on mandatory use of the Government Citibank travel card and provides NOAA policy on conference planning. Please call Rachael Wivell or Pat Oliver on (301) 413-3060 if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 5

1. Replacement pages for your NOAA Travel Handbook are attached as follows:

Remove

Page 300-2-2
dated September 1, 1999

Page 301-2-3
dated September 1, 1999

Pages 301-2-18 thru 301-2-21
dated September 1, 1999

Pages 301-51-1 thru 301-51-3
dated September 1, 1999

Insert

Page 300-2-2
dated June 1, 2000

Page 301-2-3
dated June 1, 2000

Pages 301-2-18 thru 301-2-22
dated June 1, 2000

Pages 301-51-1 thru 301-51-4
dated June 1, 2000

Pages 301-52-1 thru 301-52-2
dated June 1, 2000

Pages 301-74-1 thru 301-74-2
dated June 1, 2000

2. (a) NTR, 300-2-2 adds the Internet site for Accounting Classification Code Structure (ACCS) Conversions.
- (b) NTR, 301-2-3, and 301-2-18 thru 301-2-22 add new delegations for exempting the mandatory use of the Citibank Government travel card and for conference planning.

- (c) NTR, 301-51-1 thru 301-51-4, and 301-52-1 thru 301-52-2 relate to the Federal Travel Regulation (FTR), Amendment 90, which transmits changed pages to the 1998 edition of the FTR requiring (1) the use of the Citibank Government travel card for official travel performed after February 29, 2000, (2) the payment of interest to an employee when reimbursement of a proper travel voucher exceeds 30 calendar days, and (3) collection of amounts owed to the Citibank Government travel card contractor.
 - (d) NTR, 301-74-1 thru 301-74-2 relate to the FTR, Amendment 89, which transmits changed pages to the 1998 edition of the FTR providing specific guidance to minimize overall Government expenses associated with conference.
3. File this cover memorandum in the front of the NOAA Travel Handbook. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008
 MASC - Boulder----- (303) 497-6199
 CASC - Kansas City---- (816) 426-7543 X431
 EASC - Norfolk----- (757) 441-6897
 NOAA Travel Office— (301) 413-3060

300-2.1(b) Where can I find travel information on the Internet?

You can find travel information at the following Internet sites:

NOAA Travel Information: <http://www.rdc.noaa.gov/~finance>; “Travel”

- | Citibank Government travel card application
- | Citibank Government travel card regulations
- | Federal Travel Policies and Procedures:
 - | Federal Travel Regulation (FTR)
 - | FTR Amendments
 - | Per Diem Rates and Other Travel Information
 - | State Tax Exemption Listing
 - | Privately Owned Vehicle Rates
 - | Interagency Travel Management Committee
 - | Frequently Asked Questions
 - | Federal Traveler’s Quick Reference Guide

Travel Voucher Status: <http://www.rdc.noaa.gov/~cams>; “Payment Notification Details”

Mileage and Map Information: <http://www.mapquest.com>

Citibank Visa ATM locator: <http://www.visa.com>

Airline Itinerary Printout (Sabre system): <http://www.sabre.com>

Accounting Classification Code Structure (ACCS) Conversion:
<http://makoto.rdc.noaa.gov/cams/convertfima.html>

SPECIAL NOTICE: The NOAA Travel Handbook and all future travel regulation updates (includes Federal Travel Regulations, Department of Commerce Travel Regulations, and NOAA Travel Regulations) will be posted on the following Internet site, and will not be distributed in hard-copy format: <http://www.rdc.noaa.gov/~finance>

NOAA TRAVEL REGULATION

Chapter 301–Travel Allowances

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- 301-2.5(w)(ii) What information must be maintained once a long-term apartment lease is completed?
- 301-2.5(x) Who has the authority to approve **per diem within the vicinity of one’s official duty station or residence?**
- 301-2.5(y) Who has the authority to approve the **issuance of a travel advance to a NOAA employee?**
- 301-2.5(z) Who has the authority to **change policy and/or add travel delegations to the NOAA Travel Regulations ?**
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NOAA TRAVEL REGULATION

Chapter 301–Travel Allowances

301-2.5(bb)

301-2.5(z) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-2.5(aa) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Assistant Administrator, Line Office or Director, Staff Office, and be submitted thru the Director, Finance Office/Comptroller to the Chief Financial Officer (CFO). The CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).
See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the Citibank Government travel card.

301-2.5(bb) Who has the authority to approve a conference lodging allowance for a Government sponsored conference?

Officials listed in NTR, Chapter 301-2.5
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
See NTR, Chapter 301-741 for regulations regarding conference planning.

301-2.5(cc) Who has the authority to approve a conference lodging allowance for a non-Government sponsored conference?

The authorizing official who approved the travel order.

See NTR, Chapter 301-741 for regulations regarding conference planning.

301-2.6 Who approves my travel when the authorizing official is not physically available to sign my travel order?

Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term “suitable management positions” excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel orders approved for them in their absence.

NOAA TRAVEL ORDER NUMBER STRUCTURE

301-2.7 Who assigns travel order numbers?

Each Line and Staff office is responsible for assigning all travel order numbers.

301-2.8 What accounting codes are required on travel orders and trip authorizations?

Every travel order and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s). Object classification codes are automatically assigned for users of Travel Manager. See the following Internet site to convert FIMA accounting codes to CAMS accounting codes:

<http://MAKOTO.RDC.NOAA.GOV/CAMS/CONVERTFIMA.HTML>. For non-users, NOAA object classification codes will be shown in block 11 of the travel order. NOAA object classification codes are found at the following Internet site: <http://www.rdc.noaa.gov/~finance>.

301-2.9 What is the format for assigning a travel order number?

The general format for structuring travel order numbers follows:

Travel order numbers must be nine characters (either numeric or alpha) without dashes (-), spaces, or any special characters. All travel order numbers **must** be unique.

Last Digit of Fiscal Year	Organization Code or Foreign Code	Type of Travel	Unique 4-Digit Sequential Number
(1 character)	(3 characters)	(1 character)	(4 characters)

301-2.10 What types of travel should be entered in the fifth position of the travel order number?

S - domestic single travel order
F - foreign single travel order
B - domestic blanket travel order
K - foreign blanket travel order
P - domestic permanent change of station (PCS) travel order
R - foreign PCS travel order

301-2.11 How is a domestic single travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“S”-Domestic Single	Unique 4-Digit Sequential Number
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXS0001 - domestic single travel order number

301-2.12 How is a foreign single travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“F”-Foreign Single	Unique 4-Digit Sequential Number
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXF0001 - foreign single travel order number

301-2.13 How is a domestic blanket travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“B”-Domestic Blanket	Unique 4-Digit Sequential Number In Increments of 50
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXB0050 - domestic blanket travel order number

301-2.14 How is a foreign blanket travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“K”-Foreign Blanket	Unique 4-Digit Sequential Number In Increments of 50
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXK0050 - foreign blanket travel order number

301-2.15 Are blanket travel orders used for obligating travel funds?

No, blanket travel orders are not used for obligating travel funds. Individual trip authorizations are used for obligating travel funds.

301-2.16 How is a trip authorization number assigned?

An individual trip authorization number will be a sequential number within the blanket travel order number (positions 6-9).

For example: If the blanket domestic travel order number is YXXXXB0050; the trip authorization numbers will be YXXXXB0051 through YXXXXB0099

301-2.17 How is a domestic PCS travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“P”-Domestic PCS	Unique 4-Digit Sequential Number
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(1 character)

(3 characters)

(1 character)

(4 characters)

For example: YXXXP0001 - domestic PCS travel order number

301-2.18 How is a foreign PCS travel order number assigned?

Last Digit of Fiscal Year	Organization Code	“R”-Foreign PCS	Unique 4-Digit Sequential Number
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(1 character)

(3 characters)

(1 character)

(4 characters)

For example: YXXXR0001 - foreign PCS travel order number

PART 301-51-PAYING TRAVEL EXPENSES**Subpart A-General**

Sec.

- 301-51.1(a) What is the preferred method to procure common carrier transportation?
- 301-51.1(b) How do I pay charges associated with converting foreign currency at an embassy abroad?
- 301-51.2(a) What classes of employees are exempt from the mandatory use of the Citibank Government travel card?
- 301-51.3(a) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?
- 301-51.5 How may I pay for official travel expenses if I receive an exemption from the use of the Citibank Government travel card?
- 301-51.8 How does the NOAA office inviting the invitational traveler obtain travel advances?
- 301-51.9 Who do I contact to apply for a Citibank Government travel card?

301-51.1(a) What is the preferred method to procure common carrier transportation?

The preferred method to procure common carrier transportation is a centrally-billed account at a Travel Management Center (TMC). You must follow the requirements of *Federal Travel Regulation (FTR)*, 301-10.106(a) - (c) in emergency situations when the Citibank Government travel card is used to procure common carrier transportation. In order to receive full reimbursement, employees are required to annotate the complete account number on the passenger receipt when using the individual Government Citibank travel card to purchase e-tickets.

301-51.1(b) How do I pay charges associated with converting foreign currency at an embassy abroad?

You are required to use your Government Citibank travel card to pay charges for converting foreign currency at an embassy abroad. Failure to use your Government Citibank travel card will result in the loss of necessary accounting information which will correctly identify the organization to be charged.

301-51.2(a) What classes of employees are exempt from the mandatory use of the Citibank Government travel card?

In addition to the classes of employees exempted in the FTR, and in the Department of Commerce (DOC) Travel Handbook from the mandatory use of the travel charge card, NOAA exempts employees who have a disability that would either limit or prevent them from using a Government Citibank travel card.

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card for employees with a disability:

- 1) must be substantiated in writing by a competent medical authority;
- 2) must be signed by the Assistant Administrator, Line Office or Director, Staff Office; and
- 3) will be reviewed for approval on a case-by-case basis by the Director, Finance Office/Comptroller.

301-51.3(a) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Assistant Administrator, Line Office or Director, Staff Office, and be submitted thru the Director, Finance Office/Comptroller, to the Chief Financial Officer (CFO). The CFO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

301-51.5 How may I pay for official travel expenses if I receive an exemption from the use of the Citibank Government travel card?

When you receive an exemption from the use of the Government Citibank travel card, you are still expected to procure common carrier transportation on the centrally-billed account within a TMC, and use one of the following methods to pay all other official travel expenses:

(a) Personal funds will be used to pay for official travel expenses for:

- Employees who travel once a year;
- Employees whose travel cards have been canceled because of delinquency or use for non-official purposes; or
- Intermittent, seasonal, or temporary employees who have limited appointments.

NOTE: Travel advances will not be authorized for employees mentioned in 301-51.5(a).

(b) Travel advances are authorized to pay for official travel expenses for:

- Individuals traveling on invitational travel. Invitational travelers are entitled to receive travel advances limited to 80% of the estimated cash expenses of the travel order. Users of Travel Manager will refer to the total advance amount in Block 6 of the Travel Manager authorization default form; or
- Employees with disabilities who were granted an exemption, and new appointees who have to travel with less than 24-hours notice and have not had an opportunity to obtain a Citibank Government travel card. A travel advance form and memoranda of request should be faxed to the Chief, Travel and Purchases Branch, Finance Office, or the Chief, Financial Management Division, of your servicing finance office. In addition, the original travel advance form should be mailed to the servicing finance office for proper documentation.

NOTE: Under emergency circumstances, Citibank Government travel cards can be obtained within 48 hours for NOAA employees.

301-51.8 How does the NOAA office inviting the invitational traveler obtain travel advances?

The NOAA office inviting the invitational traveler can obtain travel advances as follows:

- (a) under non-emergency circumstances, the NOAA office will submit a travel advance to the servicing finance office. The travel advance will be deposited directly to the traveler's bank account within 2 - 3 days (notify your servicing finance office for direct deposit set-up); or
- (b) under emergency circumstances, the NOAA office will submit a travel advance to the servicing imprest cashier. The NOAA office will receive cash to fund the traveler's trip. Note: Imprest funds are no longer available in most areas. Check with your servicing finance office for the availability of an imprest fund.

301-51.9 Who do I contact to apply for a Citibank Government travel card?

- (a) All Line and Staff Offices, other than NMFS and NWS, will call LeVon Washington on (301) 413-3060,
- (b) NMFS employees will call Christine Lowe on (301) 713-0155, and
- (c) NWS employees will call Marilyn Land on (301) 713-0420.

PART 301-52–CLAIMING REIMBURSEMENT

Sec.

- 301-52.17(a) Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?
- 301-52.17(b) Who is responsible for determining that a travel voucher is proper as defined by DOC Travel Handbook, 301-52.17 and NTR, 301-52.17(a)?
- 301-52.17(c) What date will finance use to determine if interest is due when the claimant's signature date is not shown on the travel voucher?
- 301-52.17(d) What date will finance use to determine if interest is due when both the claimant's signature and signature date are not shown on the travel voucher?
- 301-52.17(e) When must an approving official resolve or document disagreement with the claimant's signature date or any other travel voucher information which will affect to the payment of interest?
- 301-52.18(a) How will my servicing finance office process my travel voucher in cases where my approving official did not notify me of any error?
- 301-52.19(a) How will interest be paid on a travel voucher reimbursement ?

301-52.17(a) Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?

NOAA must reimburse you within 30 calendar days of the claimants signature date. NOAA must reimburse users of Travel Manager within 30 calendar days of either the hard copy travel voucher or electronic travel voucher, whichever is signed last. In addition to the requirements for a proper travel voucher listed in *DOC Travel Handbook, 301-52.17*, NOAA requires:

- 1) CAMS accounting classification codes; and
- 2) electronic signatures for travel vouchers filed electronically.

301-52.17(b) Who is responsible for determining that a travel voucher is proper as defined by DOC Travel Handbook, 301-52.17 and NTR, 301-52.17(a)?

The approving official must determine that the travel voucher is proper. If the travel voucher is not proper, it should be returned to the claimant with an explanation. When a corrected travel voucher is returned to the approving official, he/she should note the date for calculating interest before the travel voucher is forwarded to the servicing finance office for reimbursement.

NOAA TRAVEL REGULATION

Chapter 301-Travel Allowances

301-52.19(a)

301-52.17(c) What date will the servicing finance office use to determine if interest is due when the claimant's signature date is not shown on the travel voucher?

The finance office receipt date will be used to determine if interest is due when the claimant's signature date is not shown on the travel voucher.

301-52.17(d) What date will the servicing finance office use to determine if interest is due when both the claimant's signature and signature date are not shown on the travel voucher?

The servicing finance office will return the travel voucher to the claimant for signature and date, and the date of the claimant's signature will be used to determine if interest is due.

301-52.17(e) When must an approving official resolve or document disagreement with the claimant's signature date or any other travel voucher information which will affect the payment of interest?

An approving official must resolve or document disagreement with the claimant's signature date, and annotate any other travel voucher information which will affect the payment of interest prior to submission of the travel voucher to the servicing finance office.

301-52.18(a) How will my servicing finance office process my travel voucher in cases where my approving official did not notify me of any error?

Your servicing finance office will pay the proper expenses, disallow any improper expenses and notify you via electronic mail. You may submit a reclaim travel voucher with necessary documentation to your servicing finance office for claimable, but disallowed expenses.

301-52.19(a) How will interest be paid on a travel voucher reimbursement ?

When interest is due, the amount of interest will be determined by the servicing finance office based on the claimant's signature date, which is the first day of the 30 calendar day period within which NOAA must issue reimbursement. The servicing finance office must pay interest using the prevailing Prompt Payment Act interest rate, beginning on the 31st day after the claimant's signature date. Your servicing finance office will issue one payment for both the travel voucher reimbursement and interest.

PART 301-74—CONFERENCE PLANNING

Sec.

- 301-74.8 Who has the authority to approve a conference lodging allowance for a Government sponsored conference?
- 301-74.9 Who has the authority to approve a conference lodging allowance for a non-Government sponsored conference?
- 301-74.11(a) When can we authorize light refreshments at a conference?
- 301-74.11(b) How do we pay for light refreshments at a conference?

301-74.8 Who has the authority to approve a conference lodging allowance for a Government sponsored conference?Officials listed in *NTR, Chapter 301-2.5*

OFA Office Directors

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS

301-74.9 Who has the authority to approve a conference lodging allowance for a non-Government sponsored conference?

The authorizing official who approved the travel order.

301-74.11(a) When can we authorize light refreshments at a conference?

Light refreshments can be authorized for conferences where at least 50% of the attendees are in a temporary duty status.

301-74.11(b) How do we pay for light refreshments at a conference?

Light refreshments can be procured by either the Citibank purchase card, or convenience checks, but cannot be purchased on the individual Citibank Government travel card. Please contact your servicing procurement office for further information on how to procure light refreshments for a conference.